



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ALASKA
600 RICHARDSON DRIVE #5000
FORT RICHARDSON, ALASKA 99505-5000

APVR-RIM

16 July 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: DOIM Policy Statement #3, Guidelines on Protection and Disposal for Privacy Act (PVA) and For Official Use Only (FOUO) Information

1. References.
 - a. AR 340-21, The Army Privacy Act Program
 - b. AR 25-55, The Department of the Army Freedom of Information Act Program
2. During normal duty hours, place all PVA and FOUO documents in an out-of-sight location if the work area is accessible to non-government personnel.
3. After duty hours.
 - a. In buildings with internal building security, store PVA and FOUO documents to prevent unauthorized access. Storing the documents in an unlocked filing cabinet or desk drawer is acceptable.
 - b. When internal building security is not provided, store PVA and FOUO documents in locked filing cabinets or locked desk drawers.
4. Disposal is accomplished by shredding or tearing the document to preclude reconstruction, prior to placing in a trash receptacle.
5. The POC for this action is Mrs. Linda Keffer, Privacy Act Officer, 384-2980.

FOR THE COMMANDER:

//Original Signed//
GERALD H. MILLER
LTC, SC
Director of Information
Management

DISTRIBUTION:

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